

BY ORDER OF THE COMMANDER



SAFB INSTRUCTION 36-2204

15 February 2000

Awards, Ceremonies and Honors

MILITARY CEREMONIES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive 36-22, Sep 93, **Military Training**, establishes responsibilities and outlines procedures for conducting Wing Parades, Retreat Ceremonies, State Flag Corps, and Student Reviews. This instruction applies to 82d Training Wing (82 TRW) units, participating sister services, and all agencies including tenants physically located on Sheppard Air Force Base. It does not apply to geographically separated units (GSUs). This instruction gives the Military Training Support Flight, 82d Training Support Squadron (82 TRSS/TTM), or higher, the primary authority to downgrade retreat or cancel parade and student review. Refer questions or suggestions regarding this instruction to the office of collateral responsibility (OCR), 82 TRSS/TTM.

SUMMARY OF REVISIONS

References to "Military Training Manager (MTM)" have been changed to "Military Training Leader (MTL)." References to the "Security Forces Flag Detail" have been changed to "Flag Security Detail." The submission time for AF Form 833, **Visual Information Support Request** in paragraph 3.4.6. changed from 30 days to two weeks. **Note:** The term "student" as used in this instruction refers to an NPS military individual on base to attend prerequisite or initial skills technical training. A "★" indicates revisions from the previous edition.

Section A – Wing Parades

★1. Policy. Wing parades are scheduled and performed at 1630 on the last Friday of each month or at the discretion of the Wing Commander excluding the months of December, January, and February. During the months of June, July, August, and September, parades will begin at 0730, and nonprior service (NPS) students involved in parade will report to class at 0900. NPS students not involved in parade will report to class at the regular time. If the parade is canceled,

students will report to class at their scheduled time. Those in the grades of E-9/O-6 or above may request to be retired at the normal end-of-month parade. Those in the grades of E-8/O-5 or below may request a special retreat. All requests must be submitted to Wing Protocol no later than (NLT) 30 days prior to the ceremony.

2. Procedures.

2.1. The following parade positions will be filled by tasked organizations with permanent party personnel in the grades listed:

2.1.1. The Commander of Troops (COT): Lieutenant Colonel or Colonel.

2.1.2. Group Commanders: Major or Lieutenant Colonel.

2.1.3. Staff Officers: Captain or Major.

2.1.4. Adjutant: Lieutenant or Captain.

2.1.5. Mass Commander: Lieutenant, Captain, or Major.

2.1.6. Guidon Bearer: Best Qualified NCO or Student (may use a NPS student).

2.1.7. Flight Commanders: Officer or NCO.

2.1.8. Guides: Best Qualified NCO or Student (may use a NPS student).

2.1.9. First Sergeant: Unit first sergeant. If first sergeant is not available, use a master sergeant or above.

2.2. The parade will be formed in two groups. Each group will have at least three squadrons formed in mass formation. The tasking memo, published by the 82 TRSS/TTM will designate participating units, establish the order of march, and prescribe the uniform for the ceremony.

2.3. Designated key personnel are required to attend the parade briefing and practices at the time and date scheduled in the tasking memo. The personnel attending practice must be in duty uniform and will be the same personnel who will participate in the ceremony. This includes the Color Guard and any other personnel involved in the practice sessions.

2.4. The following personnel are required to attend the briefings:

2.4.1. Commander of Troops (COT) and staff.

2.4.2. Group Commanders and staff.

2.4.3. Mass/Squadron Commanders, Flight Commanders, Guidon Bearers, and First Sergeants.

2.5. Participating squadrons are required to attend parade practices at the time and date scheduled in the tasking memo. Participating squadrons will bring the appropriate number of personnel as designated on the tasking memo to each practice. A full mass formation is required for the last day of the practice.

2.5.1. Drum and Bugle Corps will consist of, as the minimum, a bass and snare drum at the first practice. The entire corps is required for the final practice and parade.

2.5.2. Announcer/narrator will practice as coordinated with the Chief, Military Training Support Flight.
2.6. Squadron masses will consist of two 4 x 9 flights (8 x 9 plus staff personnel). NPS students will march to and from the parade field in column formation and will be formed in mass formation on the ready line at the time indicated in the tasking memo. At the conclusion of the parade, to avoid congestion, masses will not be halted or broken down into flights on 8th street.

2.7. The Color Guard will assemble between the bleachers and the south side of the reviewing stand at least 20 minutes prior to Adjutant's Call. The Color Escort Squadron will receive the colors at the end of the line of march at the time indicated in the parade sequence of events.

2.8. Parades are canceled by the 82d Training Support Squadron Commander (82 TRSS/CC) upon approval of the 82d Training Wing Commander and in coordination with the Wing Protocol office (82 TRW/CCP). When notified by the 82d Medical Group Bioenvironmental Engineering Section that the Wet Bulb Globe Temperature (WBGT) has reached 88 degrees Fahrenheit, or the wind chill factor is 32 degrees Fahrenheit or below, scheduled ceremonies may be canceled or downgraded. Notification for canceling wing parades will be 2 hours prior to Adjutant's Call. When more than one practice is canceled or the weather forecast exceeds prescribed limits, 82 TRSS/TTM will notify 82 TRSS/CC to consider cancellation. The 82 TRSS/TTM will notify the COT and key parade staff members, along with the 82 TRW Command Post (82 TRW/CP), who will pass change or cancellation notice to base units via the Base Commander's Communication Telephone Network (BCCTN).

3. Responsibilities

3.1. Personnel designated as Mass Commanders will ensure that their units are in position at the time indicated in the parade sequence of events. They will ensure that all key personnel are familiar with their duties according to the sequence of events published by the Chief, Military Training Support Flight.

3.2. The 82 TRSS will:

3.2.1. Provide personnel as required.

★3.2.2. Ensure all units assigned to the 82 TRW provide primary and alternate personnel as tasked by the parade tasking memo. Tasking of key personnel will be commensurate with unit population. Personnel selected must present a proper military image and will not be on the weight management program.

3.3. The Chief, Military Training Support Flight will:

3.3.1. Coordinate requirements and special events with 82 TRW/CCP, the COT, and affected agencies.

3.3.2. Arrange for the Special Activities Team (SAT) performances and reviewing stand ushers as required.

3.3.3. Provide personnel to brief participants, to guide/supervise practice sessions, to apply field markings, and to ensure parade grounds and reviewing stand are clean and policed.

3.3.4. Provide and install bunting on reviewing stand, display ground flags when appropriate, and ensure removal after the parade.

3.3.5. Coordinate with organizations to which the retirees are assigned to ensure that they have arranged for an alternate ceremony site in the event inclement weather threatens outdoor ceremonies.

3.3.6. Brief personnel grading parades (if graded); verify totals and publish the results.

3.3.7. Furnish detail support as necessary.

3.3.8. Ensure a sufficient number of chairs are obtained for guest seating. Chairs must be in place on the reviewing stand 2 hours prior to Adjutant's Call. After the ceremony, ensure chairs are returned.

★3.3.9. Schedule a photographer with 82 CS/SCSV as necessary.

3.4. 82 TRW/CCP will:

3.4.1. Make necessary arrangements to accommodate special visitors and guests attending ceremonies.

3.4.2. Prepare and post reviewing stand seating arrangements.

3.4.3. Brief ushers and personnel designated to be decorated.

3.4.4. Ensure that if the parade is canceled a suitable ceremony is arranged to honor senior officers retiring or receiving awards. Units will arrange for all other retirees (Lt Col and below).

3.4.5. Coordinate with the 82 TRW/CC to determine if an indoor ceremony is desirable.

★3.4.6. Submit AF Form 833, Visual Information Support Request, to 82 CS/SCSV at least two weeks in advance of the scheduled date for parades and ceremonies held at the parade field.

3.4.7. Designate reserved parking for Distinguished Visitors (DVs).

3.5. The Director, Office of Public Affairs (82 TRW/PA) will:

3.5.1. Coordinate with 82 TRW/CCP.

3.5.2. Release information to news media as appropriate.

3.5.3. Provide escorts for news media representatives attending the parade.

3.6. The 82 TRW/CP personnel, when notified to do so, will initiate a Base Commander's Conference Telephone Network (BCCTN) message advising base organizations of parade cancellation or change.

3.7. The Commander, 82d Support Group (82 SPTG/CC) will:

3.7.1. Ensure that names of personnel to be retired or decorated are submitted to the 82 TRW/CC through 82 TRW/CCP.

3.7.2. Ensure the 82d Security Forces Squadron provides traffic control before and after the ceremony, and provides vehicle escort for the 82 TRW/CC and designated visitors as required.

3.7.3. Ensure the 82d Civil Engineering Squadron provides maintenance of the parade field, reviewing stand, and bleachers.

3.7.4. Ensure the 82 SVS and/or 82 TRSS Special Activities Team(s) provides the Color Guard and associated resources.

3.7.5. Ensure 82 CS/CC provides for installation of the public address system at the parade field or alternate location; ensure the system is operational 1 hour before Adjutant's Call and provide technical support during the parade ceremony.

4. Evaluation Procedures. All units will be evaluated and graded based on procedures prescribed in AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, and AFMAN 36-2203, *Drills and Ceremonies*.

5. Uniform Requirements. The Chief, Military Training Support Flight will determine the uniform requirements for all key personnel and masses (based on forecasted temperatures and weather conditions) NLT the day prior to the event.

5.1. When the forecasted ambient temperature is expected to be 70 degrees Fahrenheit or above, the following uniform requirements apply:

5.1.1. MALE: Light blue short sleeved shirt, without tie, low quarters, flight cap, name tag, and ribbons. (**NOTE:** No Ribbons for Officers)

5.1.2. FEMALE: Light blue short sleeved blouse, without tab, slacks, low quarters, flight cap, name tag, and ribbons. Blouse will be tucked in. (**NOTE:** No Ribbons for Officers)

5.2. When the forecasted ambient temperature is expected to be below 70 degrees Fahrenheit, the following uniform requirements apply:

5.2.1. MALE: Service dress uniform with flight cap and low quarters.

5.2.2. FEMALE: Service dress uniform, with slacks, low quarters, and flight cap.

Section B – State Flag Corps

6. Policy. The State Flag Corps (SFC) represents the 82d TRW and the United States Air Force at ceremonies in the local civilian and military communities. The SFC will participate in base parades as directed by 82 TRSS/TTM. The flags may be used at other events and displayed when appropriate.

7. Responsibilities.

7.1. The 82 TRSS/TTM serves as the focal point for operational control of the SFC and will be the point of contact for scheduling on-base performances. The 82 TRSS/TTM will also maintain the flags and associated equipment.

7.2. The 82 TRW/PA will receive and evaluate all requests for participation in off-base public events. Upon determination by 82 TRW/PA that participation is authorized and appropriate, coordination will be made with the Chief, Military Training Support Flight, to schedule the performance. The 82 TRW/PA will provide appropriate news coverage and coordinate all transportation requirements.

7.3. The Transportation Flight, 82d Logistics Group (82 LG/LGT), will provide the vehicles and drivers in support of the SFC function. Requests by 82 TRW/PA for transportation and driver will be submitted to the 82 LG/LGT not later than 3 days prior to the event

7.4. All training squadron commanders will comply with the intent of this instruction by making their personnel available for SFC functions as requested by the Chief, Military Training Support Flight.

8. Procedures:

8.1. The 82 TRSS/TTM will train military training leaders (MTLs) on the SFC procedures. This training includes flag display and protocol.

8.2. All training squadrons will be tasked by the 82 TRSS/TTM on a rotational basis to provide personnel for the SFC when an event is scheduled. The unit tasked will provide one MTL to accompany the squadron through the performance as the commander unless otherwise tasked by the 82 TRSS/TTM.

8.3. The SFC consists of 50 flag bearers, each carrying a state flag. The corps will march in column formation with 40-inch interval and 60-inch distance. There will be 12 ranks of 4 flag bearers each and a 13th rank of 2 flag bearers, 1 in the 1st and 1 in the 4th file.

8.3.1 For monthly parades, SFC will be in mass formation and consist of an 8 X 7 mass plus staff personnel. The SFC will march in mass formation.

8.3.2 There will be 6 ranks of 8 flag bearers each and a 7th rank of 2 flag bearers, 1 in the 1st and 1 in the 8th file. Also in the 7th rank, the 2nd through 7th file will be filled with 6 extras.

8.4. Flag protocol indicates the place of honor is to the marching right. Therefore, flags will be carried in the order of statehood (i.e., the date the state entered the Union), beginning with flag bearer marching in the first rank, fourth file, and extending to the left across the front of the formation. Follow this order through the remaining ranks. See order below:

STATE FLAG ALIGNMENT ORDER

4 GA 3 NJ 2 PA 1 DE

8 SC 7 MD 6 MA 5 CT

12 NC 11 NY 10 VA 9 NH

16 TN 15 KY 14 VT 13 RI

20 MS 19 IN 18 LA 17 OH

24 MO 23 ME 22 AL 21 IL

28 TX 27 FL 26 MI 25 AR

32 MN 31 CA 30 WI 29 IA

36 NV 35 WV 34 KS 33 OR

40 SD 39 ND 38 CO 37 NE

44 WY 43 ID 42 WA 41 MT

48 AZ 47 NM 46 OK 45 UT

50 HI 49 AK

SC MD MA CT GA NJ PA DE

TN KY VT RI NC NY VA NH

MO ME AL IL MS IN LA OH

MN CA WI IA TX FL MI AR

STATE FLAG CORP FOR PARADE

SD ND CO NE NV WV KS OR

AZ NM OK UT WY ID WA MT

HI XX XX XX XX XX XX AK

8.5. The staff of the flag will be held in a vertical position, with the right hand at the height of the chin, placing the left hand directly below and touching the right, with the knuckles facing forward.

8.6. Uniform Requirements: The Chief, Military Training Support Flight will determine the uniform requirements for SFC personnel (based on forecasted temperatures and weather conditions) NLT the day prior to the event.

8.6.2.1. MALE: Service dress uniform with flight cap and low quarters. (**NOTE:** No ribbons or name tags).

8.6.2.2. FEMALE: Service dress uniform with slacks, low quarters, and flight cap. (**NOTE:** No ribbons or name tags).

Section C – Retreat Ceremonies

9. Policy. The retreat ceremony is designed to honor the national flag, provide a forum for special awards or presentations, and signal the end of the official duty day.

10. Terms Explained.

10.1. Formal Retreat. Retreat ceremony every Tuesday except when it conflicts with a scheduled special retreat which is conducted on occasions approved by the 82 TRW/CC.

10.2. Informal Retreat. The retreat ceremony, other than formal or special, that is conducted on a daily basis.

10.3. Special Retreat. The retreat ceremony, other than formal or informal, that is conducted for special occasions only.

10.4. Retreat Reviewing Official (RRO). Second Lieutenant through Colonel.

10.5. Enlisted Reviewing Official (ERO). Technical Sergeant through Chief Master Sergeant.

11. Procedures.

★**11.1.** Formal retreat times are determined by the 82 TRW/CC. No later than four minutes prior to the scheduled retreat time, the marching unit, RRO, ERO, and Flag Security Detail, will be present at the wing flag staff. Taped music will be played, or upon approval of special request, the Drum and Bugle Corps may perform. The RRO and ERO will take their positions, NLT ten minutes prior to retreat time and stand at parade rest. They will come to the position of attention after the sounding of retreat. At the first note of the National Anthem or “To the Colors,” the RRO and ERO will execute present arms and will order arms at the conclusion of the National Anthem or when the flag is in the grasp of the Flag Security Detail, whichever is last, and remain at the position of attention for the remainder of the ceremony. The Flag Security Detail will present the folded flag to the RRO with the statement, “Sir/Ma’am, the flag is secured.” The RRO will return the salute and direct the Flag Security Detail to “Retire the Colors.” The troop formation will then move off.

★11.2. Informal ceremonies are conducted daily at the wing flag staff except when special and formal retreats are scheduled. Informal retreat times are determined by the 82 TRW/CC and include the Flag Security Detail with taped music or the Color Guard.

★11.3. Special retreats are normally held at the wing flag staff and include a marching unit, the 82 TRW/CC or Vice Commander, Senior Enlisted Advisor, Flag Security Detail, Drum and Bugle Corps, personnel to receive awards or presentations, and personnel to be retired. Special retreat times are determined by the 82 TRW/CC and the Reviewing Official (RO), normally the 82 TRW/CC or Vice Commander, takes his or her position NLT 15 minutes prior to the scheduled start time and stands at the position of attention. When the Squadron Commander gives his or her flight's parade rest, this is the cue for the retirees or persons to be honored to move to a point centered on and facing the RO in the center of the driveway. After the ceremony, the individual honored will move in a military manner and assume a position to the left, and one space to the rear of the RO. All personnel will assume parade rest until retreat has been sounded. At the first note of the National Anthem or "To the Colors," all personnel will come to the position of attention and render the hand salute. At the conclusion of the National Anthem or when the flag is in the grasp of the Flag Security Detail, whichever is last, all personnel will come to order arms and remain at the position of attention for the remainder of the ceremony. Upon completion of folding the flag, the Flag Security Detail will present the flag to the RO with the statement, "Sir/Ma'am, the flag is secured." The RO returns the salute and instructs the detail to "Retire the Colors." The troop formation will then pass in review, through the front driveway of building 400.

★11.4. Retreats are downgraded by the 82 TRSS/TTM when weather limitations dictate or the weather forecast exceeds prescribed limits. Determination for downgrading of retreat will be provided NLT one hour and fifteen minutes prior to the scheduled start time. Downgrading of Special Retreat ceremonies will be coordinated with 82 TRW/CCP who will coordinate with the 82 TRW/CC. **NOTE:** The 82 TRW/CCP will ensure 82 SVS/SVRO delivers sufficient chairs for guest seating. Chairs must be in place 1 hour prior to the Retreat Ceremony. The 82 SVS/SVRO will also pick up the chairs after the ceremony.

12. Responsibilities:

12.1. The 82d, 782d, and 882d Training Groups will provide NPS students to participate in special and formal retreat ceremonies, as scheduled.

12.2. Permanent party and tenant organizations are scheduled at the direction of the 82 TRW/CC.

12.3. Wing organizations will provide RROs and EROs for the retreat on the first Tuesday of each month.

★**12.4.** Base organizations, on a rotating basis, will provide a flag security detail. In the event of an on-base emergency Security Forces or 82 TRSS/MTSF Special Activities Teams will provide the flag security detail.

12.5. The Chief, Military Training Support Flight will:

12.5.1. Brief the RRO and ERO on special and formal retreat procedures.

12.5.2. Notify the RRO, ERO, 82 TRW/CP, and participating unit when retreat has been downgraded.

12.5.3. Notify appropriate agencies when a special retreat is scheduled.

12.5.4. Monitor the conduct of the retreat ceremony and provide written feedback to the unit.

12.5.5. The 82 CS/CC will provide a public address system upon request via AF Form 833 submitted NLT two weeks prior to event, for special retreat ceremonies and provide technical support during the ceremony. This system will include a microphone (for the podium), amplifier, and speakers.

12.5.6. The 82 TRSS/TTM initiates action with 82 TRW/CP to downgrade the formal retreat ceremony in the event of an on-base emergency, which delays the arrival of the Flag Detail. All personnel will be dismissed and the detail will secure the flag as soon as possible after the emergency.

12.6. The 82 TRW/CP will:

★**12.6.1.** Provide the tape music, recorder, and operator, except when notified that the Sheppard Drum and Bugle Corps will participate. The 82 TRSS/TTM will notify the 82 TRW/CP as to whether taped music will be played.

12.6.2. Advise the Chief, Military Training Support Flight, when the WBGT reaches 88 degrees, or there is a wind chill factor of 32 degrees Fahrenheit or less.

12.7. The unit scheduled to perform will:

12.7.1. Ensure that participating personnel are properly briefed on retreat procedures.

12.7.2. Provide 2 flights of 36 personnel each, arranged in 4 x 9 formation, plus key personnel.

12.7.3. Ensure that Squadron Commander position is filled using an MTL; all other positions (A and B Flight Commander and First Sergeant) may be filled using student leaders.

12.7.4. Provide traffic control (road guards). (See Attachment 1)

12.7.5. Provide RRO and ERO as scheduled.

13. Uniform Requirements. Uniform requirements are established the same as for parades. (Reference Section A, paragraph 5).

14. Moved item to 18.

★Section D – Student Review

15. Responsibilities

15.1. The 82 TRSS/CC will:

★15.1.1. Monitor Wing Student Review.

★15.1.2. Ensure that student review is conducted as scheduled (excluding holidays and when other Wing priority functions conflict).

15.1.3. Provide supplemental instructions as necessary.

15.1.4. Provide the “Best in Student Review” streamers immediately following pass in review.

★15.1.5. Cancel student review NLT one hour prior to the scheduled time when warranted (i.e., bad weather conditions, etc.)

15.2. The Military Training Support Flight (82 TRSS/TTM) will:

15.2.1. Provide support as directed by the 82 TRSS/CC.

★15.2.2. Ensure the winning squadron from the previous week provides a reviewing official in the grades of 2d Lt through Lt Col. The reviewing official should be in place at the reviewing stand on Avenue F and Eighth Street, or Avenue I and Eighth Street, NLT 15 minutes prior to the scheduled review start time. The uniform will be the duty uniform.

15.2.3. Notify squadron commanders of student review results and provide written documentation to each commander by Tuesday of the week following the review.

15.2.4. Coordinate participation of the Special Activities Teams (SAT).

15.2.5. Monitor and evaluate the proficiency of participating squadrons. Identify the “Best in Student Review” unit and SAT performers as well as those which require additional training.

15.2.6. Advise the 82 TRSS/CC when the WBGT reaches 88 degrees, or there is a wind chill factor of 32 degrees Fahrenheit or less.

★15.2.7. When student review is canceled, notify all affected units NLT one hour prior to the scheduled start time.

15.2.8. Procure and maintain the “Best in Student Review” unit and SAT streamers to be awarded to the weekly/monthly/yearly winner.

15.2.9. Maintain the trophy to be awarded to the quarterly/yearly “Best in Student Review” winner.

15.2.10. Ensure the reviewing stand is clean and in good repair; coordinate with Base Civil Engineering for support as required.

★**15.2.11.** Submit AF Form 833 NLT one week prior to event to set up sound equipment in the appropriate parking lot of the previous week’s winner of student review.

15.2.12. Monitor flights once they have passed the ready front line to ensure succeeding formations are not hindered.

15.3. The Squadron Commanders will ensure that:

15.3.1. The maximum number of unit personnel participate in the scheduled student review.

15.3.2. Formation is supervised by at least one MTL.

15.3.3. Squadron staff personnel actively support and personally monitor student review.

15.3.4. Students who are bussed to and from school and students on waivers must participate in student review to include final formation.

15.3.5. All formation participants wear the BDU uniform with the BDU cap.

15.3.6. A memo signed by their Group Commander is submitted to the Chief, Military Training Support Flight, when not participating.

16. Procedures:

16.1. The Military Training Flights will:

16.1.1. Ensure formations are IAW AFMAN 36-2203. All flights will consist of 4 elements by 9 ranks (4 X 9) except the last flight which may be between 4 X 6 and 4 X 14.

★**16.1.2.** Form up in the designated position in the assembly area according to a rotating squadron numerical order (**Note: MTLs will stop coaching before unit enters intersection at F Avenue and 8th Street or I Avenue and 8th Street**).

16.1.3. Be aware that regardless of the formation line up, all squadron formations will march to the parking lot of the previous week’s student review winner.

16.1.4. Be aware that units arriving too late to form up in the correct order, will march in the last position.

★**16.1.5.** Be ready to leave the assembly area NLT than 10 minutes prior to the scheduled start time to assume proper position behind the Drum & Bugle Corps (D&B) (NLT than 5 minutes prior to the scheduled start time if D&B is marching).

16.1.6. Ensure the leading unit maintains a distance of 12-18 paces from the Drum & Bugle Corps if D&B is marching. All other units will maintain a distance of 12-18 paces between units. The leading unit will start the review with “FORWARD, MARCH” after the colors are posted.

16.1.7. Be identified by their respective guidon and a 10" X 12" sign (black numbers with a white background) with last two or all three digits of the squadron number. The "A" flight guide must carry the sign in the right hand with the numbers exposed to the outside of the element.

★**16.1.8.** Be aware that squadrons excused from student review will receive same score as last place.

16.2. The Special Activities Teams (SAT) will:

16.2.1. Form up on the north side of 8th Street on F Avenue or 8th Street and I Avenue in the following order: Drill team(s), Color Guard, and the Drum & Bugle Corps.

★**16.2.2.** Begin the ceremony NLT 5 minutes prior to the scheduled start time or upon arrival of the designated RO by having the Drill Team(s) and the Choir perform in front of the reviewing stand. All SAT performances should be completed NLT 5 minutes after the scheduled ceremony start time.

★**16.2.3.** Begin the review 5 minutes after the scheduled start time with the Color Guard. The Color Guard will pass the reviewing stand and position itself not more than 6 paces past the reviewing stand, off the route of march. When the Color Guard reaches the predetermined point and posts, the leading unit will give "FORWARD, MARCH." The Drum & Bugle Corps will start playing on this command.

16.2.4. The Choir or the Drum & Bugle Corps will conclude the student review with the singing/playing of the Air Force Song after the last unit has passed the reviewing stand and executed "READY, FRONT."

16.2.5. Squadron road guards will:

16.3. Be posted at 1515 (1615) to control vehicle traffic IAW SAFBI 36-2202 at each intersection along F Avenue or I Avenue. (See Attachment 2)

16.3.1. Be posted at the entrance of their parking lots along the designated route.

★**16.3.2.** Control traffic on F Avenue or I Avenue beginning at least 15 minutes before the scheduled start time and continue until student review is completed and all flight/SAT formations have exited to unit assembly areas off F Avenue or I Avenue.

16.3.3. Be provided for F Avenue and 5th Street by the 362 TRS and for I Avenue and 5th Street by the 381/382 TRS.

16.3.4. Be provided for F Avenue and 8th Street by the 363 TRS and for I Avenue and 8th Street by the 366 TRS.

16.4. Evaluation Procedures:

★**16.4.1.** All military training flights are evaluated for compliance with and execution of the following procedures. Noted discrepancies will result in a one point demerit except where point assessments are noted otherwise.

16.4.2. Mass eyes right, ready front, appearance in general (i.e., arm swing, in step, uniformity within the squadron formation, AFI 36-2903 violations not specifically addressed elsewhere in this instruction, dress and cover). (1 Soft Point each).

16.4.3. Formation sizing/distance between flights. (1 Soft Point each).

16.4.4. Any discrepancy (Sq CC, Guidon Bearer, First Sergeant). (1 Hard Point each).

16.4.5. Position/Distance between formations. (Sq CC) (1 Hard Point each).

16.4.6. Squadron identification sign not carried. (1 Hard Point).

★**16.4.7.** Major discrepancy. A major discrepancy is defined as any act or incident which exhibits unprofessionalism and/or is incorrectly performed and detracts from the overall spirit and intent of the ceremony. This includes but is not limited to talking, laughing, cursing, and wearing of sunglasses/photosensitive glasses that are extremely dark outdoors (determination made by TRSS). This type of discrepancy includes squadron MTLs with exception of sunglasses. (1 Hard Point).

16.4.8. Coaching formations passed 8th Street intersection. (1 Hard Point).

16.4.9. Any key position not filled (Sq CC, Guidon Bearer, Guides, Flt CCs, Flt Sgts, and 1st Sgt). (2 Hard Points each).

16.4.10. Squadrons not in the correct “order of march.” (2 Hard Points). Calling of mass cadence or jody call is prohibited any time while any formation is still on the route of review. (3 Hard Points).

16.4.11. Any AFI 36-2903 violation. (1 Soft Point).

16.4.12. Total point assessment is calculated as follows: all soft points will be divided by the number of flights to determine a raw score. All hard points will then be added to the raw score to determine a winner. The squadron with the lowest score is the “Best in Student Review.”

17. Recognition:

17.1. The squadron(s) having the lowest points assessed each review will be awarded the “Best in Student Review” streamer immediately following the student review. The award will consist of a streamer which the squadron will display on their guidon from the day of receipt through the next scheduled student review. The 82 TRSS/TTM will obtain the streamer before the start of the next student review.

17.2. The squadron(s) demonstrating the highest degree of marching proficiency during each month will receive a monthly streamer to be displayed on their guidon.

17.3. The squadron(s) demonstrating the highest degree of marching proficiency during each quarter will receive the 82 TRSS Commander's Trophy, which will rotate according to the quarterly winners, with their squadron designation engraved on it. Second and third place finishers will be notified by memo.

17.4. The squadron(s) demonstrating the highest degree of marching proficiency during the year will receive the 82 TRW Commander's Trophy, which will be displayed in their squadron for one year. Second and third place will receive a certificate and a memo.

17.5. The "Best in Student Review" SAT performers will be recognized in a similar manner with weekly streamers, monthly plaques, and quarterly and annual trophies.

★18. Forms Prescribed. AF Form 833, **Visual Information Support Request**.

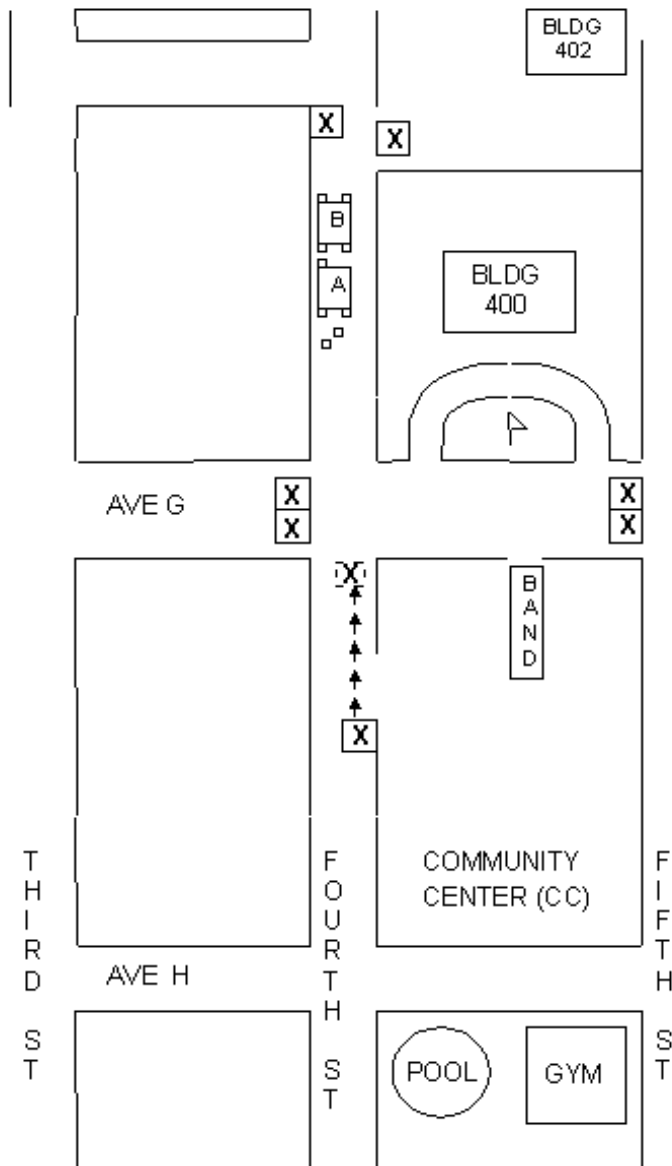
SHARLA J. COOK, Brigadier General, USAF
Commander

Attachments:

1. Retreat Road Guard Diagram
2. Student Review Road Guard (RG) Diagram

Attachment 1

RETREAT ROAD GUARD DIAGRAM

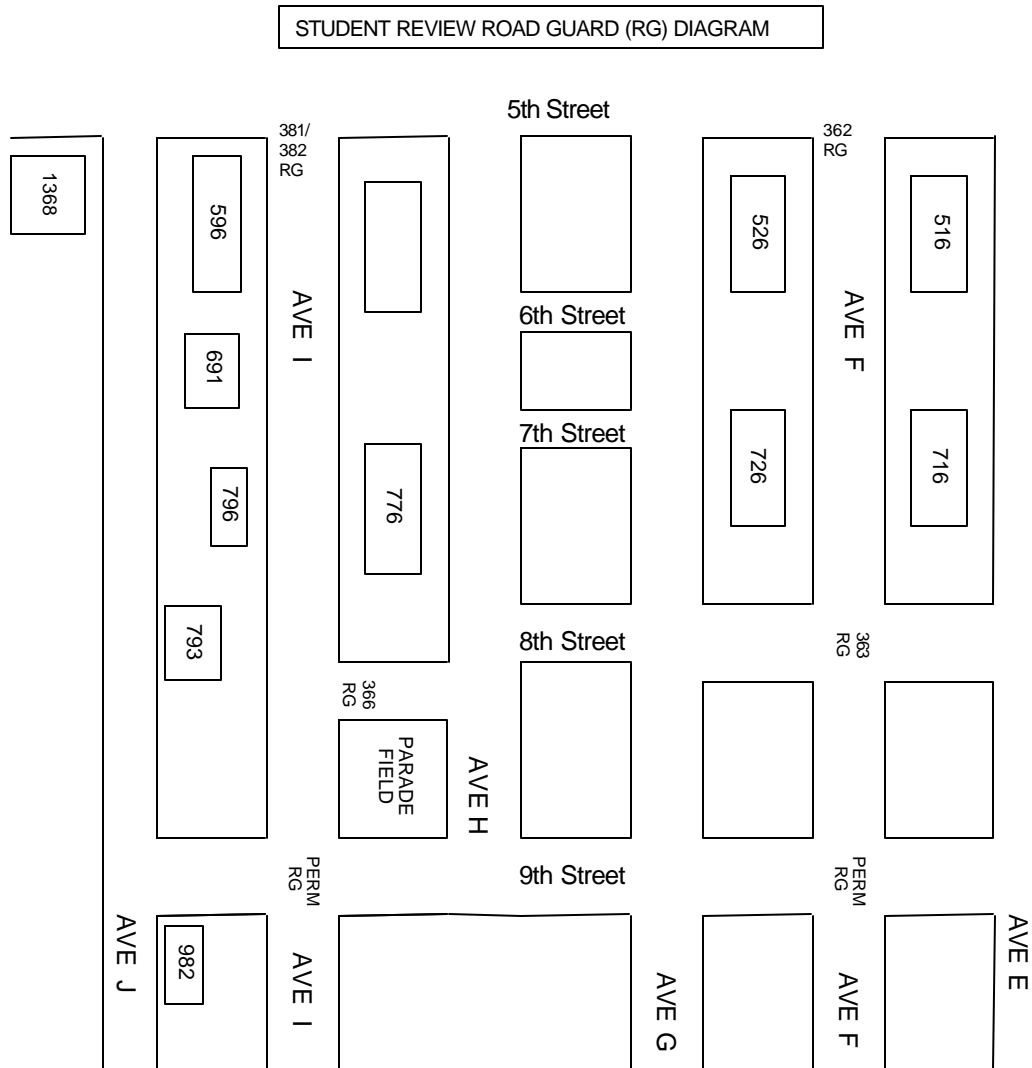


ROAD GUARD POSITIONS

X - ROAD GUARDS WILL REMAIN POSTED THROUGHOUT THE ENTIRE RETREAT CEREMONY.

THERE SHOULD BE NO TRAFFIC ON AVE G OR 4TH ST DURING RETREAT.

THE ROAD GUARD POSTED AT THE CAC ENTRANCE WILL MOVE TO THE CORNER OF AVE G AND 4TH ST AFTER THE BAND HAS PASSED.



ROAD GUARD POSITIONS

Ave F & 5th St --- 362 TRS
 Ave F & 8th St --- 363 TRS
 Ave F & 9th St --- Perm RG

Each MTF is responsible for
 posting RGs at the entrance to
 their parking lots NLT 1510.

Ave I & 5th St --- 381/382 TRS
 Ave I & 8th St --- 366 TRS
 Ave I & 9th St --- Perm RG

Medical MTFs will be
 responsible for the parking lot/
 Post Office entrances directly
 across from their parking lots.